



Foreign Affairs Manual

5 FAM—Information Management

Transmittal Letter: IM-23

Date: May 15, 1997

SUBCHAPTER 480

MAJOR CHANGES:

1. This update is formatted in the Windows CD-ROM format. Updates will no longer be published, but will appear on the CD-ROM.
2. Since the documents no longer contain headers/footers a TL line will be placed beneath the subchapter heading to identify the last time the subchapter was updated.
3. Subchapter 480 is a new subchapter and provide guidance to prevent copyright abuse by government personnel.

NOTE: Officers are reminded that Department-issued materials not codified directly or by approved reference in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1110).

FILING INSTRUCTIONS:

1. Place the attached new subchapter (3 pages) immediately following Subchapter 470.
2. Remove and destroy Subchapters 480 and 490 issued under TL:IM-19, 10-30-95, (1 page) and replace with the attached Subchapter 490 Unassigned (1 page).
3. Insert this Transmittal Letter immediately following the Transmittal Letter Checklist, and initial the entry for IM-23.

For funds obligation/purchase purposes, this Transmittal Letter is costed at \$1.50.

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2. The Foreign Affairs Manual (unclassified) and Handbooks are also being issued internally in CD-ROM format. For information on this program, please contact the INFOEXPRESS Coordinator, A/IM/CST/MMS/CB directly. The Coordinator is located in Room 1851 Main State; FAX (202) 647-0016 or E-Mail via DOSNET: INFOEXPRESS. Public inquires should also be addressed to A/IM/CST/MMS/CB.
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4. Use KFAM and AINF TAGS on all communications. Direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to A/IM/IAP/RG.

(A/IM/IAP/RG)